Arizona Department of Education

Highly Qualified Teacher Position Input

ADMINISTRATION SYSTEM

▪ Guidelines

Version 1.0

Arizona Department of Education
Highly Qualified Professionals Unit
1535 West Jefferson Street
Phoenix, Arizona 85007

Highly Qualified Teacher Position Input
ADMINISTRATION SYSTEM

What is the Highly Qualified Teacher Administration system?

The Highly Qualified Teacher Administration system provides web-based access to Local Education Agency (LEA) administrators in order to modify the basic information for teachers, or delete a teacher from a school list.

Getting Started….

Navigating the Highly Qualified Teacher Administration

- To get to the application, login to the Arizona Department of Education (ADE) common logon. https://www.ade.az.gov/commonlogon

- After entering your common logon **Username** and **Password**, click *Continue>>*. If the system will not accept your username and/or password, please contact ADE Support at **866-577-9636** or **602-542-7378**. You may also email the Support Center at adesupport@azed.gov. Please include your full name, district or charter holder, a simple description of the issue and a telephone number where you can be reached.

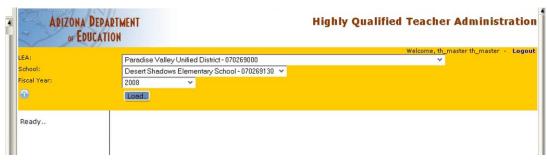- Click the *Highly Qualified Teacher Admin* link to open the application.
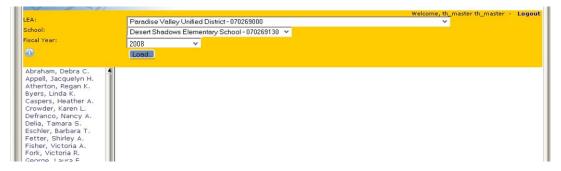

General Information

- The *LEA* and *Teacher* list boxes might be pre-selected based on the type of logon permission you hold. If you logon at the *District* level, the *LEA* will be automatically selected for you when you come to this page. Similarly, if you logon as a *School,* the *LEA* and *School* list boxes will both be automatically selected when you come to this page.

- The *Fiscal Year* must always be selected. This allows editing of teachers for other fiscal years.

- The list of teacher names will also contain deleted teachers but the name will have a blue background to indicate that the teacher was 'deleted'.

- The teacher list does not automatically refresh after each change. You can click the *Load* button to reload.

- If a teacher has an invalid Social Security Number the teacher *MUST* be *Deleted* and *Added* as a *New* teacher with the correct Social Security Number in the *Highly Qualified Teacher Position Input* system.

- **NOTE:** Due to internet browser compatibility issues, we ask that you refrain from clicking the *Back* or *Forward* buttons within the browser.

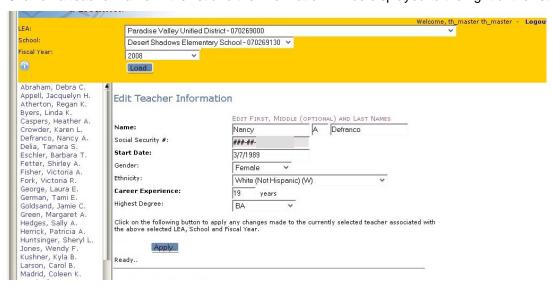## Editing Basic Information

1. Choose LEA, school and the fiscal year (must always be selected) as shown:

2. Click **Load** to access the teacher list:

3. Click on a teacher name in the list and the information will be displayed to the right of the list:

At this point, you can <u>edit</u> any of the fields displayed except the partial Social Security number.
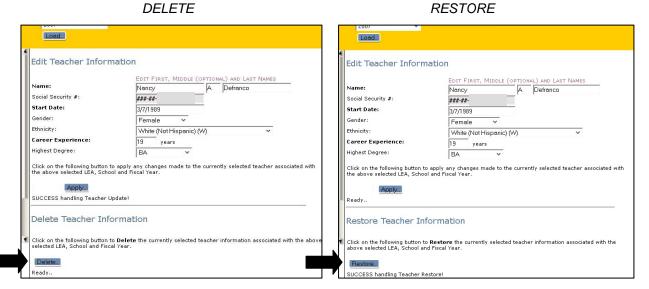
4. When you are done editing, click **Apply** and then click the **Yes** confirmation button that appears.

5. If there are no editing problems, your changes will be saved. If there are errors, you are notified with in detail, of any problems with your changes. You are then able to make the needed corrections. Click *Apply* to save changes again.

Deleting/Restoring a Teacher

1. Load the teacher list as described above (the main portion of the page will be blank until you click on a teacher name).

2. Click on the *Delete* button (if not deleted already) or the *Restore* button (if deleted earlier). When the confirmation appears, click on the *Yes* button.

DELETE   *RESTORE*

3. The teacher will be marked as '**Deleted**' (but not purged from the database) or '**Restored**', depending on the teacher's current status.

NOTE: You will not see your changes immediately reflected on the screen. To refresh, click *Load* and then click on the teacher you Deleted/Restored, if you wish to confirm changes.

Technical Assistance
If you experience difficulty while working in the application, please contact ADE Support at **866-577-9636** or **602-542-7378**. You may also email the Support Center at adesupport@azed.gov.